

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcipac.marines.mil/MCIPAC/CampButler/CHRO/MLCIHAnnouncements.aspx>

Announcement No. **41-13**

Date: 1 Jul 13

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンブフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。**書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（chro_jn_empl@usmc.mil）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係（645-3370）までご連絡下さい。

PWO #: 070	Position title: Office Automation Clerk, #605, BWT-1, Grade-3	
MLC F/T Limited Term NTE: 31 Mar 14	Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, FE Div, Fac Maint Br., M&R, Bldg Trds Unit		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 8 Jul 13
Summary of duties: This position works directly under the direction of the Maintenance Supervisor I and supports all 40 shop foremen. The incumbent works with various software programs, such as Maximo, Word, Excel, and other maintenance support systems, such as electronic mail and local area wide networks. Prepares daily personnel timesheets and Japanese travel authorization reports. Additional duties include submission of all completed job orders and service tickets with labor and material defined.		
Qualification Requirements 資格条件 1. Must be able to speak and write English effectively. LAD-2 or equivalent. 2. Must have knowledge of Office Automation hardware and software applications. 3. Must have experience as a Clerk.		
Required documents 1. USFJ Form 196aEJ 2. Questionnaire 3. Copies of certificates/licenses 4. Marine Corps Vacancy Announcement Application Form		必要書類: 1. USFJ Form 196aEJ 2. 質問表 3. 免許証・終了証のコピー 4. 海兵隊募集広告応募用紙

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1～2週間程度は非通知拒否設定を解除していただくようご協力をお願いします。